

## MEMORANDUM

GOE  
Substitute  
Agenda Item No. 2 (F)

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**TO:** Hon. Chairperson and Members  
Board of County Commissioners

**DATE:** July 15, 2003

**FROM:** Robert A. Ginsburg  
County Attorney

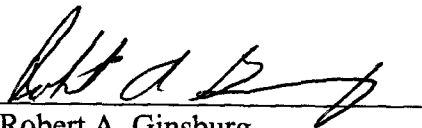
**SUBJECT:** Resolution adopting policy  
regarding paperless  
communications

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The accompanying resolution was prepared and placed on the agenda at the request of Commissioner Bruno A. Barreiro.

The substitute item differs from the original by clarifying that the policy is to apply broadly to all of Miami-Dade County government, by elaborating on the budgetary and technological reasons animating the policy, and by explaining further the policy's opt-out provision.

  
Robert A. Ginsburg  
County Attorney

RAG/bw



# MEMORANDUM

(Revised)

**TO:** Honorable Chairperson and Members  
Board of County Commissioners

**DATE:** September 9, 2003

**FROM:** Robert A. Ginsburg  
County Attorney

**SUBJECT:** Agenda Item No.

Please note any items checked.

- ☐ "4-Day Rule" ("3-Day Rule" for committees) applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Bid waiver requiring County Manager's written recommendation
- ☐ Ordinance creating a new board requires detailed County Manager's report for public hearing
- ☐ Housekeeping item (no policy decision required)
- ☐ No committee review

Approved \_\_\_\_\_ Mayor

Agenda Item No.

Veto \_\_\_\_\_

Override \_\_\_\_\_

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ADOPTING POLICY REGARDING  
PAPERLESS COMMUNICATIONS AND DIRECTING  
COUNTY MANAGER TO IMPLEMENT SUCH POLICY

**WHEREAS**, the Board wishes to adopt a policy requiring that all official communications in Miami-Dade County government, including those from this Board, individual members of this Board, the County Mayor, the County Manager, and all County departments, and their respective Staff members, including, but not limited to, all internal correspondence, reports, and committee and Board agendas, be in paperless (electronic) form, subject to an opt-out provision; and

**WHEREAS**, such a policy would conserve resources and reduce County expenses, making County operations more efficient while saving County funds especially during difficult budget periods; and

**WHEREAS**, recent technological advancements including, but not limited to, Web portal upgrades and PDAs that receive email with attachments, would expedite communications, especially with regard to time-sensitive items; and

**WHEREAS**, an opt-out provision would allow an office to elect to continue sending and receiving all internal correspondence, reports, and committee and Board agendas in paper form, while allowing other offices to benefit from paperless format,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA,** that it shall be the policy of this Board that all official communications in Miami-Dade County government, including those from this Board, individual members of this Board, the County Mayor, the County Manager, and all County departments, and their respective Staff members, including, but not limited to, all internal correspondence, reports, and committee and Board agendas, shall be in paperless (electronic) form, with the exception of those who affirmatively choose to opt-out of this policy, and that the County Manager is directed to develop and begin to implement this policy within sixty (60) days.

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The foregoing resolution was sponsored by Commissioner Bruno A. Barreiro and offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Dr. Barbara Carey-Shuler, Chairperson

Katy Sorenson, Vice-Chairperson

Bruno A. Barreiro

Betty T. Ferguson

Joe A. Martinez

Dennis C. Moss

Natacha Seijas

Sen. Javier D. Souto

Jose "Pepe" Diaz

Sally A. Heyman

Jimmy L. Morales

Dorrian D. Rolle

Rebeca Sosa

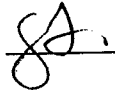
The Chairperson thereupon declared the resolution duly passed and adopted this 9<sup>th</sup> day of September, 2003. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Susan Torres